

RFP #28436

Police Promotional Testing Services

Addendum #1

Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q		How much did the City pay in the last contract for all of the services in the RFP? Sgt promotional process; Lt. promotional process; Lt. Col. Promotional process.
1	A		SGT - \$ 822,808 LT - \$ 665,093 Major - \$ 520,890 LT COL - \$ 57,935
2	Q	1.2	How many candidates participated in the previous written exam? Sgt candidates; Lt candidates; Major candidate; Lt Col. Candidates
2	A		SGT – 891 candidates out of 1003 that signed up to participate. (Note: Video-based training and written exams were used for SGT testing.) LT – 167 candidates out of 180 that signed up to participate.
3	Q	1.2	How many candidates participated in the previous assessment centers? Sgt candidates; Lt. candidates; Major candidates; Lt. Col. Candidates
3	A		SGT – traditional assessment center was not used. LT – 167 candidates Major – 71 out of 162 that signed up LT Colonel – 33 out of 34 that signed up
4	Q		Who was the last vendor contracted for services in the RFP?
4	A		SGT/LT/Major – Fields Consulting Group, Inc. LT Colonel – Morris & McDaniel, Inc.
5	Q	2.1.4, 2.1.6, 2.1.7	Will the City provide all facilities for the promotional testing administrations?
5	A		Yes, the City will provide the testing facilities, but the selected vendor should specify the details of how they will manage the testing process and what services will be expected from the City.
6	Q	2.1.8, 2.2.1(h)	Does the City have a pass point for written exams or assessment centers (e.g., 70%)?
6	A		No, the City has not used pass points in recent testing due to past litigation. Refer to Scope of Work sections 2.1.3 and 2.1.8.

7	Q	2.1.1	Does the City have a previous job analysis and/or job description for each rank that can be reviewed prior to the job analysis? If so, when was the job analysis and/or job description last updated?
7	A		The City will not provide a previous job analysis for each rank, but the City will provide a current job description for each rank. The City expects the selected vendor to complete any job analyses required. The job descriptions were last updated as follows: SGT/LT/Major – updated in 2015 and LT Colonel – updated in 2007
8	Q	2.1.1	Will all incumbents in each rank be required to complete the job analysis survey or only a sample of incumbents?
8	A		Only a sample of incumbents will be required to complete the job analysis survey.
9	Q	2.4.d	Written Exam: Will multiple forms/versions of the written exam be necessary?
9	A		The City has not used multiple/parallel versions of the written exam in the past except in the case of military make-up exams. Vendors have been required to test all candidates on the same day for the same test component(s).
10	Q	2.1.6	Does the City require an in-person candidate orientation for the written exam? If so, can the written and assessment center orientations be combined into one orientation?
10	A		Yes, an in-person candidate orientation is preferred; however, the written and assessment center orientations can be combined into one orientation.
11	Q		How many exercises were used in the previous assessment center for each rank and what were they? Ranks: Sgt; Lt; Major; Lt Co.
11	A		The City does not consider this to be a relevant question. The selected vendor must determine what and how many test components to use based upon their job analysis, their test methodology, and their expertise in I/O psychology.
12	Q	2.2.1(p)	Over how many days was the previous assessment center conducted for each rank? Ranks: Sgt; Lt; Major; Lt. Col.
12	A		SGT – 4 weeks of mandatory training provided / 2 written exams (2 days) LT – 2 assessment centers (2 days) / 2 written exams (2 days) Major – 2 assessment centers (2 days) LT Colonel – one (1) day
13	Q	2.2.1(o)	Were live assessor panels used in the previous assessment centers or was candidate performance on each exercise audio/video-recorded and then scored later?
13	A		No live assessment panels were used in the previous assessment centers. Candidate performances were captured via video and audio recording and then scored later.

14	Q	2.2.1(h)	Are there any requirements for assessors? For example, tenure, location of assessor's department, gender/ethnicity, previous experience as an assessor, etc.
14	A		The selected vendor should take into consideration the gender and ethnicity of the candidate pool and the diversity of the workforce when selecting assessors. Assessors' departments must be located outside of the Memphis metropolitan area, including out-of-state jurisdictions located in close proximity to the Memphis metropolitan area (i.e. Southaven, MS, West Memphis, AR, etc.). Previous experience as an assessor is helpful, but not required, given that the vendor is expected to adequately train (at minimum 1 or 2 days) all assessors prior to the assessment scoring. If vendor proposes using assessors without previous experience, vendor should include assessor training methods in their proposal.
15	Q	2.1.9	How many assessor panels and how many assessors per panel were used in each of the previous assessment centers? Ranks: Sgt; Lt.; Major; Lt. Col.
15	A		The City does not consider this to be a relevant question. The selected vendor must determine how many panels and how many assessors per panel to use based upon their expertise in I/O psychology.
16	Q	Service Agreement 30. Insurance	"The City of Memphis, its officials, agents, employees and representative shall be named as additional insured on all liability policies." Does that include all of the following: General, Auto, Professional, Cyber & Umbrella policies? Does that include Worker's Compensation?
16	A		No, it does not include all of the following policies: GL, Auto, Professional, Cyber & Umbrella. The additional insured request is for the General Liability and Auto Liability policies. No, it does not include Worker's Compensation policy.
17	Q		Per Section 3, the Pricing/Cost Proposal is required to be Section 8 in the proposal. How does the City wish the Technical Proposal to be physically assembled versus the Cost Proposal physically assembled? For example, does the City wish Section 8 to be separately bound and sealed in a separate binder, with all other designated proposal sections—except Section 8— included in the Technical Proposal?
17	A		
			The Technical Proposal (Sections 1 through 7) must be bound and sealed in a packet. The Cost Proposal (Section 8 only) must be bound and sealed in a separate packet. The Cost Proposal must be marked/labeled "Cost Proposal." Refer to Section 4.6 entitled Proposal Submittals located on page 17 of the RFP. Note: The Technical Proposal and Cost Proposal can be shipped separately or together. If shipped together, they must both be sealed and in separate packets within the same shipping container/box.